



State of Utah/Division of Fleet Operations MP-100
Higher Education Authorization for State Motor Pool Vehicle Use

Higher Education programs reserving any State Motor Pool vehicles must obtain authorization from the Department Chairman, Director, or Dean prior to departure. State Motor Pool vehicles are to be used for official state or school business only. **The Authorization Form must be fully completed prior to release of vehicle. There will be no exceptions.**

Department/Program Name: _____

Destination: _____
(City) (State)

Departure Date: ____/____/____

Return Date: ____/____/____

Trip Purpose: _____

Name of Program Advisor: _____

Name and Title of Department Chairman, Director, or Dean : _____

Department Chairman, Director, or Dean Phone: _____

Signature: _____ Date: ____/____/____
(Department Chairman, Director, or Dean)